

~~CONFIDENTIAL~~

Chief, Management Staff

28 December 1956

Chief, Records Management Staff

Weekly Report - Week Ending 26 December 1956

1. Contributions

- a. The Biographic Register Division has agreed to our proposal for the installation of shelf files in lieu of filing cabinets. This will permit the expansion of the Biographic Register file for the next two years without the need for additional office space or filing equipment.
- b. Assisted the Biographic Register in transferring an additional three hundred thousand punch cards to the Records Center. This will result in releasing approximately eight additional safe cabinets.
- c. Completed eight new and revised forms. This included a special control form to be used in conjunction with the Biographic Profile Procedure.
- d. In cooperation with the Area Records Officer, ORR, a requisition for filing equipment in the amount of \$3,150 was canceled.

2. General News

- a. Two JOT's are assisting us in transferring inactive records from several offices to the Records Center.
- b. The Acquisition Branch of the Library has requested us to assist them in the transfer of captured Japanese records to the Department of the Air Force. This required compliance with special regulations for the transfer of records between Government Agencies.

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Mgt S/RMS

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